

# Literacy Planning Template

*Literacy Lead-*

*Literacy Team Members-*

Introduction: Outlines the common definition and description of what is meant by literacy; the vision for literacy in the school and the literacy planning process used to develop the long-range plan.

Standard	Strengths	Weaknesses	Plan of Action	Responsible Person/Cost	Timeline
	Consider all strands of literacy (reading, writing, speaking & listening) and integration of technology and 21 <sup>st</sup> century skills	Consider all strands of literacy (reading, writing, speaking & listening) and integration of technology and 21 <sup>st</sup> century skills	Questions to consider: -To what do we contribute our strengths that we will continue? -What practices or processes are ineffective that we will discontinue? -What new practices, strategies, or processes will we implement to address our needs?		
1: Aligned Curriculum					
2: Multiple Assessments					

3: Instruction and Targeted Intervention					
4: Literate Environment					
5: School, Family and Community Involvement					
6: Professional Growth					

**Literacy Plan Timeline:**

<b>August</b>	<b>September</b>	<b>October</b>
<b>November</b>	<b>December</b>	<b>January</b>
<b>February</b>	<b>March</b>	<b>April</b>
<b>May</b>	<b>June</b>	<b>July</b>